



Eastern District of Michigan CM/ECF E-News

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The Top 12 E-filing Errors

Listed below are 12 common e-filing errors. Please call the ECF Help Desk if you have questions. (313) 234-5042.

Not Providing Judges' Courtesy Copies:

Many judges request that the attorney provide a paper "courtesy copy" of certain e-filed documents. A list of judges' courtesy copy preferences is on the Court's Web site. Judge's courtesy copies are to be accompanied by a printed copy of the Notice of Electronic Filing (NEF) affixed to the front of the document. Affixing the NEF to the copy eliminates any confusion about whether the document has been e-filed. Judges' courtesy copies are to be submitted directly to the judges' chambers, not to the Clerk's Office.

Not Redacting Sensitive Information:

The Clerk's Office does not review filings for sensitive information. Since documents are available to the public over the Internet, sensitive information must be redacted before beginning the e-filing process. See the [Notice Regarding Electronic Case Files, Public Access and Privacy](#) for more information.

Not Including Certificate of Service with Filing:

A certificate of service is still required for e-filed documents and should be included as part of the e-filed document. Make it the last page, or insert it at the end of the document. The certificate must state how each party was served, whether electronically or in the traditional manner. For an example see Exhibit B to the [ECF Policies and Procedures](#).

Not Properly Labeling Exhibits:

Attachments to main papers must be properly identified with a concise description in the docket text. Add descriptive text in the field provided on the attachment screen. Example: Select **Exhibit** from the "Category" drop down menu, then in the "Description" field, type **A - Excerpt of Jane Doe's Deposition**.

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
C:\AWorking Folder\bretz8536.pdf Browse...
2) At your option, select a document category, enter a description, and select a type.
Category Description
Exhibit A - Excerpt of Jane Doe's Deposition
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
Add to List
Remove from List
Click for Larger Image

Not Using the Correct Login and Password to Access CM/ECF or PACER:

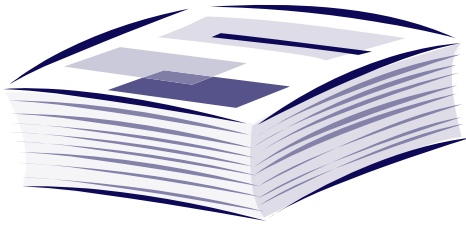
The login and password assigned by the Clerk's Office when an attorney registers for electronic filing only allows a filing user to e-file documents.

The login and password issued by [PACER](#), allows a person to query, run docket reports, access, view and print documents. It does not allow a person to e-file. Be sure to log into the system with the correct account based on the task.



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
Duplicating Text in Docket Entries:

The information collected by CM/ECF during an e-filing is reflected in the docket text. Using the text fields to modify the docket text is optional and most of the time, unnecessary. If the text fields are used, do not duplicate text. Only use the text fields to add words that will further clarify the e-filing. See the examples below.

Example of repeated text: The text in *italics* was added by the filer.

08/09/2005	 10	AMENDED COMPLAINT <i>First Amended Complaint</i> filed by AAA Products, Incorporated against Dynamic Corporation. (Adams, Chris) (Entered: 08/09/2005)
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Example of properly worded Text: The text in *italics* described. The word Stipulation was not repeated.

08/09/2005	 11	STIPULATION <i>for Extension of Time to File Answer</i> by Dynamic Corporation, AAA Products, Incorporated, Creative Products, Incorporated. (Adams, Chris) (Entered: 08/09/2005)
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[Click for Larger Image](#)

E-Filing Documents Prohibited by Fed R.5 (d):

Initial disclosures required by Fed. R. Cv. P 26(a) (1) and (2) shall not be filed with the court. Depositions, interrogatories, requests for the production of documents, requests for admissions and responses (objections) to such discovery material shall not be filed with the Court, with exceptions listed in [L.R. 26.2](#). Also, certificates of service for all of the above discovery materials shall not be e-filed.

Not Choosing the Correct Event When E-filing:

If this mistake is made, the document may be stricken or court staff may direct you to re-file. Avoid this by checking all the categories and events before making a choice. Use the "Find ECF Event List" link to search all possible events or call the help desk if there's any uncertainty.

Not Submitting Proposed Orders to Judge:

Proposed orders or proposed stipulated orders are not to be e-filed nor attached as exhibits, with the exception of [L.R. 58.1\(c\)](#). Orders (including stipulated orders) must be electronically submitted to chambers using the link in the "Utilities" section. The proposed order has to be in an editable format for the judge, so send the order in a format compatible with WordPerfect.

Manually Filing Large Documents:

A filing with numerous, voluminous exhibits is *not* intended to be an exception to e-filing. To file exhibits in the traditional manner, a filing user must obtain leave of court if it is not possible to convert the exhibits to electronic form, i.e. oversized blueprints, photographs or handwritten documents that are illegible when scanned.

Not Properly Signing Stipulations:

When submitting a stipulation, the submitting attorney represents his/her signature by s/Attorney Name. The signature line for the remaining attorneys must read s/"with consent of" Attorney Name. A signature block should appear beneath each signature.

Submitting Multiple Documents as One:

Motions and responses are not to be filed together as one document. Each document should be filed under the appropriate event category.



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Useful Information



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HTML or Text? What Does it Mean?

When attorneys register for e-filing, they are offered a choice of receiving either HTML or Text formatted e-mails of case activity notification. Some attorneys do not understand the differences between the two, nor do they know which format their e-mail supports.



The first and most noticeable difference between HTML and Text format is that HTML formatted e-mail allows you to click on the hyperlink to the docket and the document directly from your email program. The Text option provides a URL address that you will need to copy and paste into your web browser in a separate window. Another difference is that the format of the NEF may differ causing returns in odd places, or lines to be formatted strangely. The differences do not affect access to documents, however, HTML format is more convenient for most users.

Have you signed up for text formatted e-mails not knowing if your e-mail will support HTML? The majority of the brand name e-mail programs, such as Outlook, Eudora, and AOL do support HTML. All web-based e-mail programs such as Hotmail, Gmail, and Yahoo Mail also support HTML. Based on this information and further research with your e-mail provider, you may want to switch formats.

If you wish to change your setting to HTML, e-mail us at attyhelp@mied.uscourts.gov from your primary e-mail account. (All secondary e-mail recipients will receive the same format as the primary e-mail.) Include your name in your e-mail so that we can access your account and make the change.

Do You Consider NEFs Spam? Your E-Mail Might....

Many calls to the Help Desk have to do with not receiving NEF's. There are several reasons that this may be happening. Here are some suggestions on how to deal with this problem.

1. Once registered to e-file, attorneys should verify that they are set up to receive NEF's for all of their cases. Running a PACER query of your name in the Eastern District of Michigan will show you all of the cases you are associated with. You may need to e-file an attorney appearance in any cases not appearing on the query that you are attorney of record.
2. Another obstacle to receiving your NEF's may be your spam filters. NEFs are sent by the Court from the address cmecfadmin@mied.uscourts.gov, but are sometimes intercepted as junk mail or spam **before** they appear in an attorney's inbox. Reasons for this filtering may include the attorney's e-mail address not appearing in the "To:" field but in a blind field of the NEF, and the NEF is sent from a virtual server. Although other emails from the Court may get through, NEFs could still be blocked unless corrective action is taken. Spam filters can be controlled by individual user's e-mail preferences, or by e-mail providers. If you suspect that spam filtering may be inhibiting your receipt of NEFs, contact your IT department or your e-mail provider as soon as possible.
3. Lastly, please keep in mind that ***The Court can do nothing to fix problems relating to your email settings—attorneys must work with their e-mail providers to insure NEFs don't get filtered out.***

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

C:\~AWorking Folder\bretz8536.pdf

2) At your option, select a document category, enter a description, and select a type.

Category

Description

Exhibit A - Excerpt of Jane Doe's Deposit




3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.


Add to List

Remove from List

Example of repeated text: The text in *italics* was added by the filer and should have been left out. Amended Complaint was enough of a description of the paper being filed.

		01/04/2005)
08/09/2005	 10	AMENDED COMPLAINT <i>First Amended Complaint</i> filed by AAA Products, Incorporated against Dynamic Corporation.(Adams, Chris) (Entered: 08/09/2005)

Example of properly worded text: The text in *italics* was just a further description of what kind of Stipulation was being filed. Notice that the word Stipulation was not repeated.

08/09/2005	 11	STIPULATION <i>for Extension of Time to File Answer</i> by Dynamic Corporation, AAA Products, Incorporated, Creative Products, Incorporated. (Adams, Chris) (Entered: 08/09/2005)
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